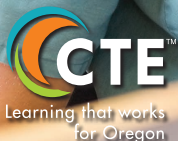


CAREER PATHWAYS
MEDICAL ASSISTANT

Patient Service Representative



TREASURE VALLEY COMMUNITY COLLEGE

PATIENT SERVICE REPRESENTATIVE (17 credits)

The Patient Service Representative Pathway certificate provides students with entry level skills for an administrative medical office support position. The Patient Service Representative's duties may include: scheduling and receiving patients; maintaining medical records; handling telephone calls; preparing correspondence and reports; handling insurance matters, office accounts, and fees and collections, while working in a busy medical office with healthcare professionals.

The Career Pathways Certificate of Completion is awarded to students fulfilling the following requirements.

GSCI 161	Medical terminology I	3
MA 112	Intro to Medical Assisting	4
PSYC 101	Psychology of Human Relations	3
GSCI 162	Medical Terminology II	3
CS 101	Computer Fundamentals I	4
TOTAL		17

All courses in the Patient Service Representative Career Pathway Certificate of Completion (CPCC) may be applied to the Medical Assistant 1-year Certificate and the Medical Assistant Associate of Applied Science degree. Students seeking ONLY a CPCC may not be able to utilize financial aid.

TREASURE VALLEY COMMUNITY COLLEGE

541-881-5589 <https://www.tvcc.cc/pathways>

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